## ASSAM

Administration: State Archives has not as yet been set up in Assam, which has Secretariat Record Branch manned by a gazetted Keeper of Records.

Budget: Expenditure is incurred from normal budget of the Assam Secretariat. In the absence of separate budgetary allotment, it is not possible to give a separate account for Record Branch.

For setting up a State Archives an amount of Rs.5 lakhs has been earmarked under the Fifth Five Year Plan and the said amount is to be utilised on a year to year basis @ 1 lakh per annum.

Building: The Record Branch is functioning in its own building at Shillong for the time being.

After shifting of the Assam State capital from Shillong to Dispur a plan and estimate has been prepared to construct a building at Dispur where a building is expected to be construct within a short period when all the records will be shifted there.

Record Management: Records pertaining to the Departments of Education, Finance, Revenue, Supply and Medical were appraised. 30 per cent records examined were earmarked for retention and 70 per cent for weeding.

Retention Schedule has not yet been prepared, but the procedure as laid down in the "Manual of Office Procedure 1968" is following while reviewing the papers.

Research and Reference: 25 research scholars availed themselves of the research facilities. 500 records were requisitioned by the Government agencies and 1,957 by the research scholars. 72 queries from the private agencies/individuals were attended to. A descriptive list of records is under preparation.

Puolication Programme: No programme for publication is in hand at present. It is proposed to take up such items as soon as the State Archives is set up.

Preservation of Records: 280 records were flattened, 242 repaired, 65 records guarded and 243 volumes bound.

Photo Duplication: The State Archives has not its own "Microfilming Unit".

Library: 56 books were acquired during the year under report. Immediately after setting up of the State Archives the question of expansion of the Library will be taken up.